



**CORRECTIONAL SERGEANT**  
**Final Filing Date: November 15, 2012**

**PROMOTIONAL**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.**

**EXAMINATION BASE** DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION **[excluding** Prison Industry Authority **& including** California Correctional Health Care Services (CCHCS)]

**WHO SHOULD APPLY** **COMPETITION LIMITED TO STATE EMPLOYEES**  
Applicants must have a permanent civil service appointment with one of the departments listed OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorable discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.  
  
**NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.**

**HOW TO APPLY** **Applicants must apply using the following method:**  
  
**Applicants MUST complete and submit an application VIA THE INTERNET. If you meet the minimum qualifications, you will be assigned a time to take the test.**  
  
To apply using the CalHR Internet Application Process, go to [www.jobs.ca.gov](http://www.jobs.ca.gov). Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications. An immediate minimum qualification determination will be made by the on-line system. If an applicant qualifies, he/she will be assigned a time to take the test. **Please print the Notice to Appear for Written Test and bring it along with a photo identification card to the written test site.**  
  
**APPLICATIONS WILL ONLY BE ACCEPTED VIA THE CALHR INTERNET APPLICATION SYSTEM. PLEASE DO NOT MAIL OR DELIVER A COMPLETED STATE APPLICATION FORM (STD 678) TO THE STATE PERSONNEL BOARD, AS IT WILL NOT BE ACCEPTED FOR THIS EXAMINATION.**

**APPLICATION DEADLINE/ REQUIREMENTS** On-line applications must be submitted by 5:00 p.m. Pacific Standard Time (PST) on **November 15, 2012**, the final filing date. On-line applications submitted after 5:00 p.m. PST or after the final filing date will not be accepted for any reason. Any application not submitted using the SPB internet application system will not be accepted for any reason. It is the applicant's responsibility to ensure sufficient time is allowed to complete the on-line application before 5:00 p.m. PST on the final filing date. All applicants that have not completed the entire on-line application process prior to the final filing deadline will not be accepted.

**TEST DATE** The written test date will be December 1, 2012.

**SALARY RANGE(S)** As of: September 21, 2012  
  
**\$5,675 - \$6,892** per month

**MINIMUM QUALIFICATIONS** **Either I**  
One year of experience in the California state service performing the duties of a Correctional Program Supervisor I.  
  
**Or II**  
Two years of experience in the California state service performing duties comparable to those of a Correctional Officer, Youth Correctional Officer (formally Group Supervisor) or Youth Correctional Counselor (formally Youth Counselor).  
  
Permanent/Intermittent Hours: 3,840 hours is equivalent to two years of full-time experience.  
  
**NOTE:** Overtime cannot be used to meet the minimum qualifications.  
  
**Special Personal Characteristics:** Emotional stability and maturity; sympathetic and objective understanding of persons under restraint; satisfactory record as a law-abiding citizen; leadership ability; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work at night and report for duty at any time emergencies arise; normal hearing; sound physical condition; strength; endurance; and agility.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS CONTINUED

OUT-OF-CLASS EXPERIENCE: A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test – Weighted 100%

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate’s:

- A. **Knowledge of:**
1. Principles and practices of correctional administration and rehabilitation and methods of discipline as applied to persons under restraint

2. Principles and practices of personnel supervision and training

3. First Aid

4. Use and care of firearms

5. The Department’s Equal Employment Opportunity Program objectives

6. A supervisor’s role in promoting equal opportunity in hiring, development and promotion of employees and for maintaining a work environment that is free of discrimination and harassment
- B. **Ability to:**
1. Supervise the work of others

2. Control, direct, and instruct inmates individually and in groups

3. Interpret and enforce institutional rules and regulations with firmness, tact, and impartiality

4. Promote socially acceptable attitudes and behavior of inmates or parolees and to rate their conduct and productivity accurately and impartially

5. Think and act quickly in emergencies

6. Make simple arithmetic computations

7. Analyze situations accurately and adopt an effective course of action

8. Keep records and prepare reports

9. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

ELIGIBLE LIST INFORMATION

A multidepartmental promotional eligible list will be established to fill vacancies for all participating departments. The list will be abolished **24 months** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A Correctional Sergeant supervises Correctional Officers in an assigned major work area or on an assigned watch, or may be in charge of the custodial functions in limited but difficult and responsible areas of activities. These areas include the armory, yard, dining room, kitchen, visiting room, mail room, housing units, storeroom, receiving and release unit or control room. In some assignments, the Correctional Sergeant is not required to supervise Correctional Officers.

Positions exist at various institutions statewide and at Headquarters in Sacramento with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate check box in the online application process. You will be contacted to make specific arrangements. If you need further assistance please contact (916) 324-9558.

VETERANS POINTS/ CAREER CREDITS

Veteran’s Preference Points and career credits are not granted in promotional examinations.

SPECIAL REQUIREMENTS

**Firearm Requirement:** Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

**Felony Disqualification:** Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

(1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or

(2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or

(3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

**Background Investigation:** If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national

SPECIAL  
REQUIREMENTS  
(CONTINUED)

fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) and the Criminal Record Supplemental Questionnaire which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application and the Criminal Record Supplemental Questionnaire.

**Age Limitation -- minimum age for appointment:** 21 years. (Applicants must state their birth date on the Examination Application.)

**Citizenship Requirement:** Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

**Drug Testing Requirement:** Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

**Pre-Employment Medical Examinations:** Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

**Training Requirement:** Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

**High School Equivalence for Peace Officer Classifications:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

**It is the candidate's responsibility to print** a copy of their "notice to appear" and bring it to the test site on the day they are scheduled to take the examination that is on their notice to appear.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS